



# FIRST THINGS FIRST

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## **Timeline for RFGA's released on March 4, 2009**

<b>March 4</b>	RFGA is released and available on First Things First website
<b>March 4 – April 16</b>	Create, disseminate and post amendment(s), if necessary to RFGA
<b>March 12, 2009</b>	<b>Pre-Application Conference at Blue Ridge USD</b>
<b>April 16, 2009</b>	<b>Due date for RFGA Application to be hand-delivered to <u>Lakeside Regional Office</u>; either 10:00am or 12:00pm, depending on the RFGA's posted deadline.</b>
<b>April 16, 2009</b>	<b>RFGA Application opening at 10:00am, or 12:00pm depending on RFGA.</b>
<b>April 16-20</b>	<b>Review committee training</b> , provide copies of the grant applications, RFGA, any amendments, confidentiality forms signed, copy of scoring sheets that will be used.
<b>April 20-30</b>	<b>Review committee meets and makes recommendations on who should be awarded.</b>
<b>April 30-May 5</b>	Conduct clarifications on select Applications
<b>May 5</b>	Accept/reject clarifications. Provide Regional Council Coordinator with final recommendations for Regional Partnership Council review/approval.
<b>May 13</b>	<b>Council meets to discuss and possibly approve recommendations.</b>
<b>May 15-22</b>	Materials Prepared from Regional Partnership Council for Board
<b>May 22</b>	Present Regional Partnership Council Recommendations to the Board. <b>Board Packet Deadline: May 27, 2009</b>
<b>May 27- June 9</b>	Board reviews Council Recommendations, <b>June Board meeting June 9 and 10</b>

**June 11-19** Prepare summaries of selected applicants - public information purposes

**June 20-26** Prepare & Distribute award letters/offer and acceptances and rejection letters

**July 1** **Award Date of new Contracts through June 30, 2010**

**July 2 -31** Post Award Activities:

- Award notification letter (procurement) – signed Offer and Acceptance form and receipt of proof of insurance within 10 days of award notification
- Congratulatory letter from Regional Councils and/or Board
- Award packet (includes: cover letter, Program Quarterly Report Format, Budget and Reimbursement Forms, Financial TA Packet, Evaluation Information, Other Info)